

## **PROCEDURE**

### **Hiring and Training Requirements**

The following hiring standards must be met in accordance with Chapter 700 of the Administrative Rules **prior** to the firefighter starting his/her first day as an employee

- Part Fire 701.01 Fire Fighter Entrance Requirement (see below for complete text)
- A Form "A" must be submitted to the Division of Fire Standards and Training and Emergency Medical Services as soon as possible.

Upon hiring, **within one year of employment** the training standard must be complied with:

- Part Fire 701.02 Fire Fighter Level of Training Required. (see below for complete text, including time extension information)

## **SUPPORTING DOCUMENTATION**

### **ADMINISTRATIVE RULES – PART Fire**

#### **CHAPTER 700 FIRE FIGHTER MANDATORY STANDARDS**

#### **PART Fire 701 REQUIREMENTS OF MANDATORY STANDARDS**

Fire 701.01 Fire Fighter Entrance Requirement.

(a) Fire departments, state agencies, or private corporations providing fire/rescue services to the general public and hiring career employees shall have entrance requirements as follows:

- (1) The candidate shall have a high school diploma or GED, general educational development;
- (2) The candidate shall not have been convicted of a felony; and
- (3) The candidate shall be at least 18 years of age;

(b) There shall be a thorough background investigation, to include a criminal and motor vehicle record check, before the candidate is employed.

(c) After written authorization is received from a physician, the candidate shall pass the physical ability test described in Fire 702.

(d) The candidate shall pass a pre-placement medical evaluation as outlined in NFPA 1582. Category "A" conditions as outlined by NFPA 1582 shall be causes for rejection. Waivers for category "B" conditions shall be granted after consultation with the local fire department physician.

(e) The candidate shall pass a written entrance examination given by the jurisdictional agency to determine the candidate's ability to successfully complete the fire fighter training program.

(f) The candidate shall be orally interviewed by the jurisdictional agency to determine the candidate's ability to communicate and how the person represents him or herself to others.

Fire 701.02 Fire Fighter Level of Training Required.

(a) Full-time career fire fighters shall, within one year of original appointment, complete a program of study as adopted by the commission in Fire 401 and Fire 402 as a career fire fighter. Performance required of the person shall be in accordance with all applicable sections of Fire 400.

(b) The requirements of Fire 701.02(a) shall not apply when a full-time career fire personnel:

- (1) Has previously met the requirements of Fire 701.02(a);
- (2) Is placed in lay off status due to a reduction in force; and
- (3) Is hired by a New Hampshire fire department within one year of the date of the lay off.

Fire 701.03 Mandatory Standards Time Extensions.

(a) The commission shall extend a time limit established in these rules, up to the statutorily allowed maximum under RSA 21-P:29, I, to a department or the person on presentation of evidence by the hiring authority or the person that the fire fighter is unable to complete the required courses within the prescribed time period because of:

- (1) Illness;
- (2) Injury;
- (3) Military service;
- (4) Special duty assignments; or
- (5) The unavailability of an instructor, a course, or a program.

PART Fire 702 PHYSICAL ABILITY TESTS REQUIREMENTS

Fire 702.01 Physical Ability Test. The candidate shall pass a physical ability test, as set forth in the Fire Service Joint Labor Management Wellness/Fitness Initiative's "Candidate Physical Ability Test (CPAT)", 1999 edition. The physical ability test shall be good for 26 months from the time the candidate successfully completes the CPAT.

Fire 702.02 Acrophobia Test. An acrophobia test shall be administered in which the candidate, without stopping for more than 30 seconds, shall climb up and down an unsupported aerial ladder at an angle of at least 65 degrees but not more than 75 degrees for a distance of 100 feet as measured from the tip of the ladder to the ground.

PART Fire 703 TRANSFERS

Fire 703.01 Transfers. Any full-time career fire personnel, as defined in Fire 101.17, and employed by a New Hampshire fire department, as defined in Fire 101.15, may transfer employment to another fire department. Said hiring shall meet Fire 701.01(a), Fire 701.01(b), Fire 701.01(d), Fire 701.01 (f) and Fire 701.02.

STATE LAWS – RSA 21-P

§21-P:25 Program Authorized; Definitions. –

I. The New Hampshire fire standards and training commission is hereby established and directed to establish minimum educational and training standards for employment as a full-time firefighter, establish minimum selection standards for full-time fire service personnel, establish and publish educational and training standards for fire service personnel, and certify fire service personnel as meeting the educational and training standard. This commission shall also act in an advisory capacity to the director of the division of fire standards and training with reference to the instruction methods of determining and dealing with the causes of fire, the prevention of fire, techniques of firefighting and rescue, research techniques in firefighting and fire protection, and

the administration and management of fire departments. The commission shall meet at least 4 times annually.

II. As used in this subdivision:

- (a) "Commission" means the fire standards and training commission; and
- (b) "Director" means the director of the division of fire standards and training.
- (c) "Fire service personnel" means firefighters, fire officers, rescue personnel connected with fire departments, fire prevention officers, inspectors, investigators, fire instructors, public education specialists, fire alarm personnel, or any other personnel who are members of fire departments or fire-related state agencies, whether full or part-time.

**§21-P:27 Rulemaking Authority. –**

I. The commission and the commissioner of safety shall adopt rules, pursuant to RSA 541-A, relative to:

- (d) The establishment of minimum selection, educational, and training standards for fire service personnel and evidentiary standards pertaining to such matters, other than fire officials employed by the forest fire control division of the department of resources and economic development.

**§154:5 Chief Fireward, Engineer, or Fire Chief. –**

I. The chief fireward, engineer or fire chief in any town, village district, precinct, city or area which has adopted the provisions of this section, shall be appointed for an indefinite period of time or for a definite term, as determined by the legislative body, and the tenure of office shall depend upon good conduct and efficiency. The chief fireward, engineer or fire chief shall be technically qualified by training or experience and shall have ability to command firefighters and hold their respect and confidence. Any town may adopt the provisions of paragraphs I and II at any annual meeting by an article in the warrant calling for such action.